



**ERSSTOCK
INVENTORY SOFTWARE FOR PC
USER GUIDE - v 1.00**

[Electronic Reading Systems Ltd](#)

14 Wolseley Business Park
Kempston
Beds
MK42 7PW

Tel: 01234 855300

Fax: 01234 855446

www.ers-online.co.uk

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1.0 INTRODUCTION

ERSStock is a simple-to-use inventory control system designed for the small to medium sized user.

ERSStock uses barcodes to control inventory via stock movement transactions made via portable barcode reading devices such as the compact CPT8001 terminal, or the OPN2001 data collector. Alternatively stock may be booked IN and OUT directly to ERSStock using a suitable barcode scanner connected to the PC.

In addition to tracking current stock levels the system maintains a record of all historical stock movements, enabling reporting on stock despatched over specified periods of time, or on specific shipments for example, or stock received over time or from certain suppliers etc.

ERSStock may be supplied as a low-cost single-user system, or configured for multi-user operation. A range of optional software modules are also available to enable additional functionality including stocktaking, barcode label printing, website updating etc.

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2.0 THE PRODUCT DATABASE

2.1 IMPORTING PRODUCT DETAILS

Products may also be imported into the ERSStock database from a suitable Excel spreadsheet.

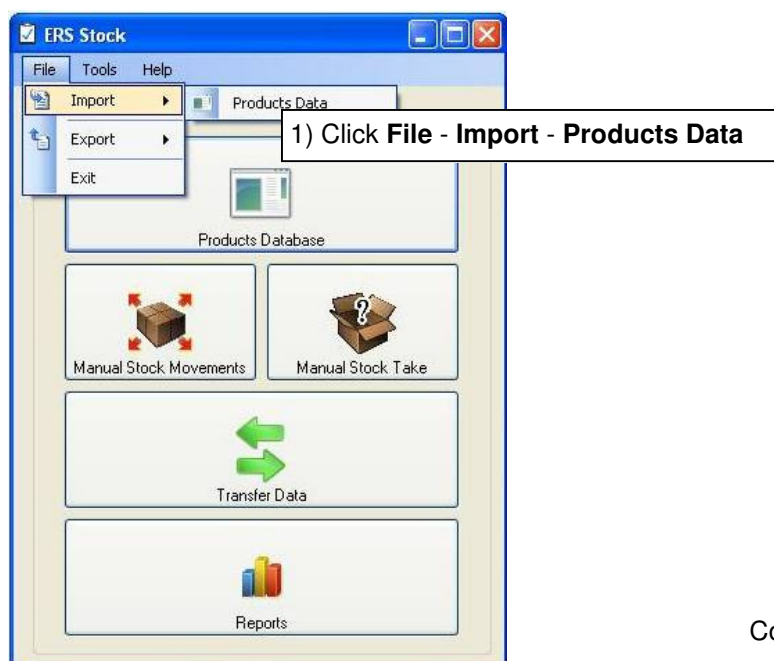
The import facility supports both overwrite and append/ update modes allowing the database to be completely rewritten from the imported data, or allowing regular updates as required.

The Primary Product Code is the only mandatory data field; all other fields are optional and may be present in the import file, or absent as required for the specific application. Additional fields will be ignored. Data fields to be included in the import may be mapped to specific database fields as appropriate before commencing the import.

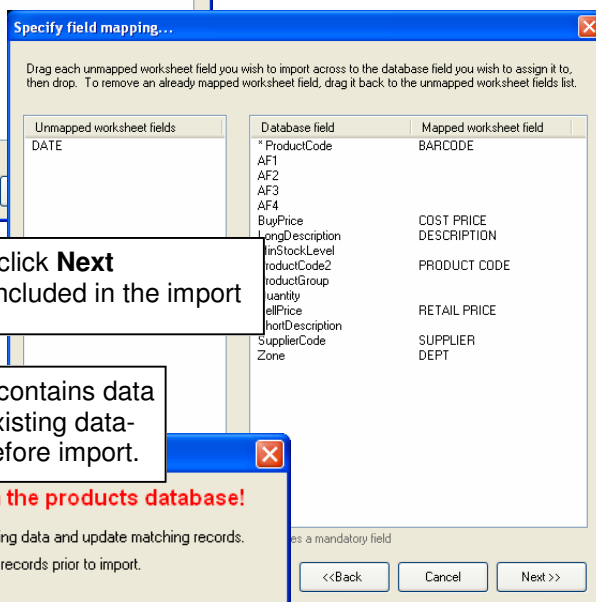
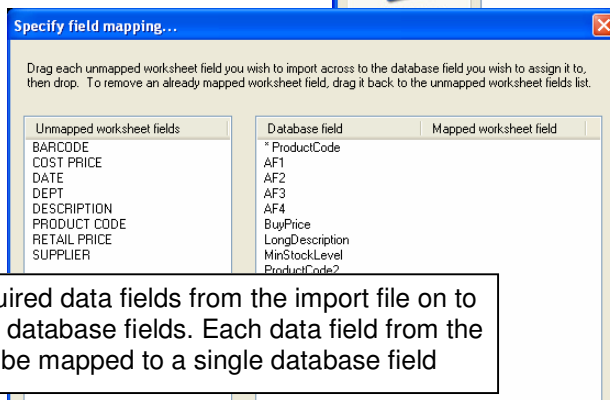
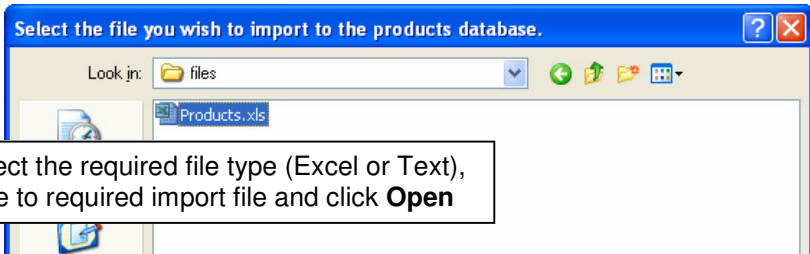
Note that ERSStock will use the first record in the file as a Header Record identifying the data fields. For example:

A	B	C	D	E	F	G	H	I
1	BARCODE	PRODUCT CODE	DESCRIPTION	DEPT	SUPPLIER	COST PRICE	RETAIL PRICE	DATE
2	00000000000001		Widget 25mm Blue	X	ACME001	£0.99	£1.99	30/01/2009
3	00000000000002		Widget 25mm Green	X	ACME001	£0.99	£1.99	30/01/2009
4	00000000000003	P-07-25L	Decorative Plant Pot 2.5litre	G	POTSRUS	£2.45	£4.90	26/04/2010
5	00000000000004	P-07-50L	Decorative Plant Pot 5.0 Litre	G	POTSRUS	£3.25	£7.45	26/04/2010
6	00000000000005	S-03-5	Saucer Teracotta 5 inch	G	IMPORT	£1.45	£2.15	01/09/2008
7	00000000000006	S-03-7	Saucer Teracotta 7 inch	G	IMPORT	£1.75	£2.35	01/09/2008
8	00000000000007	S-03-9	Saucer Teracotta 9 inch	G	IMPORT	£2.10	£2.75	01/09/2008
9	00000000000008	SC-SPICE	Scented Candle Christmas Spice. Large	HW	HOM023	£9.94	£14.95	30/01/2010
10	5010863460069	450076	Wrench 3/4"	ST	EUR101	£12.28	£19.80	
11	5010863460106	450206	Screwdriver Cross head	ST	EUR101	£1.28	£2.35	

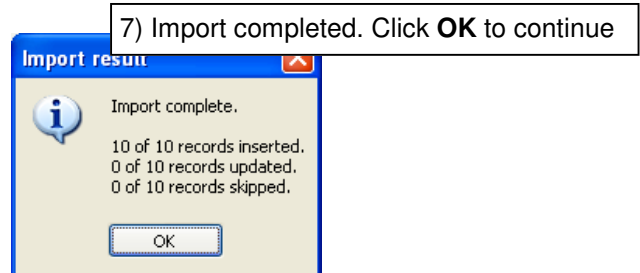
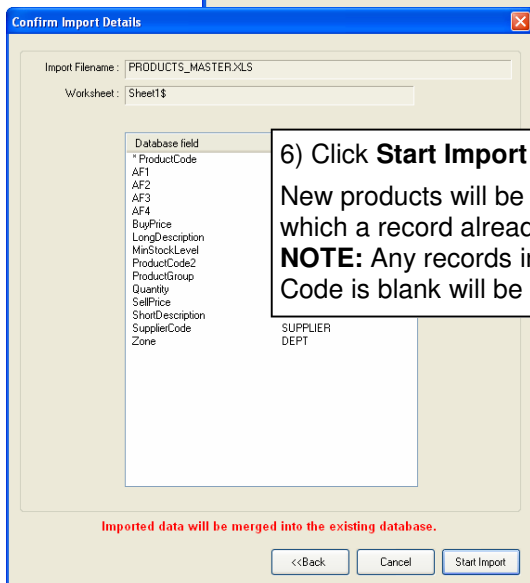
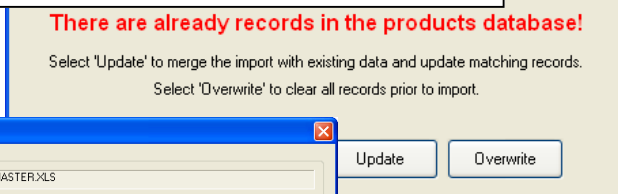
To import product data into the ERSStock database proceed as follows:



Continued below...



5) In the event that the Products database already contains data click Update to merge the imported data with the existing database records, or Overwrite to clear the database before import.



2.2 MANUALLY ADDING PRODUCTS

To manually add products into the database proceed as follows:

1) Click **Products Database**

2) To add a new product click the green 'Add/Plus' sign from the products database screen

3) Enter the relevant product details and click **OK**
NB: **Change/ Select Image File** will only be displayed if **Show Images** is enabled under **Tools - Options** (See **ERSStock Installation and configuration Guide**)

4) The product details are entered into the database. If the quantity is not entered in step 3 above then the product will be entered onto the database with a default quantity of 0 (zero)
Click the diskette icon to save the product details
To return to the ERSSTOCK menu screen click 'X' at the top right of the Products Database screen
To enter another product click the green Plus again.

Add another new Product

Exit to Main

NOTE: This section of the screen will subsequently be used to show a scrolling list of the historic Stock IN/ Stock OUT transactions relating to this product

Notes:

- The only mandatory data field is the Primary Product Code.
- Both the primary product code and the secondary product code must be unique.
- Optional fields include the Product Group and Zone which can be used to filter reports. These could be used to define the overall product group and storage location for example and are self-populating drop down lists so only need to be entered once and then subsequently select from the drop down list.
- The short description is limited to 20 characters in length and is typically used when displaying the product name on the portable terminal (optional Download module required). The short description may also be used by the reporting package as necessary.

Continued below/...

/ Continued...

- The Product Quantity will be highlighted in colour as follows:

Red Flashing - (Re-order level also flashing). Quantity less than or equal to 0 (Zero).

Amber Flashing - (Re-order level also flashing). Quantity greater than zero but less than re-order level

Green Steady - Product quantity greater than zero and greater than re-order level

The image shows three overlapping screenshots of the 'Products Database' window. Each window displays the same product details for 'Product Code ABC123' and 'Secondary Product Code 1234567890123'. The product description is 'widget Blue. 20cm US Thread with all bells and whistles'. The buy price is 5.27 and the sell price is 12.55. The re-order level is 125. The quantity is highlighted in different colors: Red Flashing (0), Amber Flashing (50), and Green Steady (167). The bottom window also shows a table for '0 Stock Movement Transactions' with columns for Type, Reference, Operator, Quantity, SerialNo, and Date.

NOTE:

For simplicity of display Product Details screen shots are shown here with the 'product images' facility disabled

- In the event that an error is detected when saving the product record ERSSStock will indicate the problematic data field(s) with a flashing exclamation mark. Roll the mouse over the mark to display more information about the problem/ error. For example:

The image shows the 'Add New Product' window. The product code is 'P/115-0001' and the secondary product code is 'abc123'. The description is 'Blue widget. 3\". The buy price is £2.50 and the sell price is £9.99. The re-order level is empty. The group is 'grp1' and the zone is empty. The supplier code is 'WDG001'. The quantity is 0. An error message is displayed: 'Secondary product code already exists in the database!'. The error message is shown in a box with a red exclamation mark icon. The 'Ok' and 'Cancel' buttons are at the bottom right.

2.3 SEARCHING FOR PRODUCTS

To find a product in the database proceed as follows:

1) Click **Products Database**

2) Search for the product by entering the relevant search string (including the * wild card if needed) and clicking the binoculars icon (or pressing ENTER).
Using the drop down list the search facility may be set to look for the Search string in all database fields, or in a specific field.

3) If more than one product matches the search string entered then the matching products will be presented in a table. In this case select the required product and click **OK**.
To sort the data in alphanumeric order click on the relevant column header.

4) The selected product record will be displayed

Product Code	Secondary Product Code	Description	Product Group	Supplier Code
1000DIM-10V		Constant Current power supply, 230V, 1000mA, 0-10V		
1000DIM-DALI		Constant Current power supply, 230V, 1000mA, DALI		
1050DIM-10V		Constant Current power supply, 230V, 1050mA, 0-10V		
12PT05		Power Supply, Plug Top, 12Vdc, 500mA		
12TR10		Power Supply, Desk Top, 12Vdc, 1amp		
12TR12				
12TR125				
12TR125-P				
12TR15				
12TR15w				
12TR250				
12TR38				
12TR50		D Power Supply, Desk Top, 12Vdc, 5A		

Type	Reference	Operator	Quantity	SerialNo	Date
FILE SET QTY			115		05/05/2011 13:01
OUT	3333333	0000002	1	14	05/05/2011 12:52
IN	1111111	000001	1	5	05/05/2011 12:52
SET QTY			27		05/05/2011 12:51
IN	121212122	000001	23		05/05/2011 12:51
IN	121211	000001	15		05/05/2011 12:50
OUT	232323	00001	25		05/05/2011 12:47
IN	121212	00001	1		05/05/2011 12:46
IN	121212	00001	5		05/05/2011 12:46

2.4 EDITING & DELETING PRODUCTS

To amend the data stored for any product in the database proceed as summarised below.

1) Click **Products Database**

2) Search for the product by entering the relevant search string (including the * wild card if needed) and clicking the binoculars icon (or pressing ENTER).
Using the drop down list the search facility may be set to look for the Search string in all database fields, or in a specific field.

3) If more than one product matches the search string entered then the matching products will be presented in a table. In this case select the required product and click **OK**.
To sort the data in alphanumeric order click on the relevant column header.

4) Edit the data as required and click the diskette icon to save the edited record. Any data field may be edited with the exception of the Primary Product Code

5) Alternately click the red **X** to delete the currently displayed product record and all associated historical transactions

NOTE: This section of the screen displays a scrolling list of the historic Stock IN/ Stock OUT transactions relating to this product. These transactions cannot be edited

Product Code	Secondary Product Code	Description	Product Group	Supplier Code
1000DIM-10V		Constant Current power supply, 230V, 1000mA, 0-10V		
1000DIM-DALI		Constant Current power supply, 230V, 1000mA, DALI		
1050DIM-10V		Constant Current power supply, 230V, 1050mA, 0-10V		
12PT05		Power Supply, Plug Top, 12Vdc, 500mA		
12TR10		Power Supply, Desk Top, 12Vdc, 1amp		
12TR12				
12TR125				
12TR125-P				
12TR15				
12TR15w				
12TR250				
12TR38				
12TR50		D Power Supply, DeskTop, 12Vdc, 5A		
12TR50-P		Power Supply, Desk Top, 12Vdc, 5A		
12TR50w				
12TRAC				
15/24TR50				
161DIEFISER				

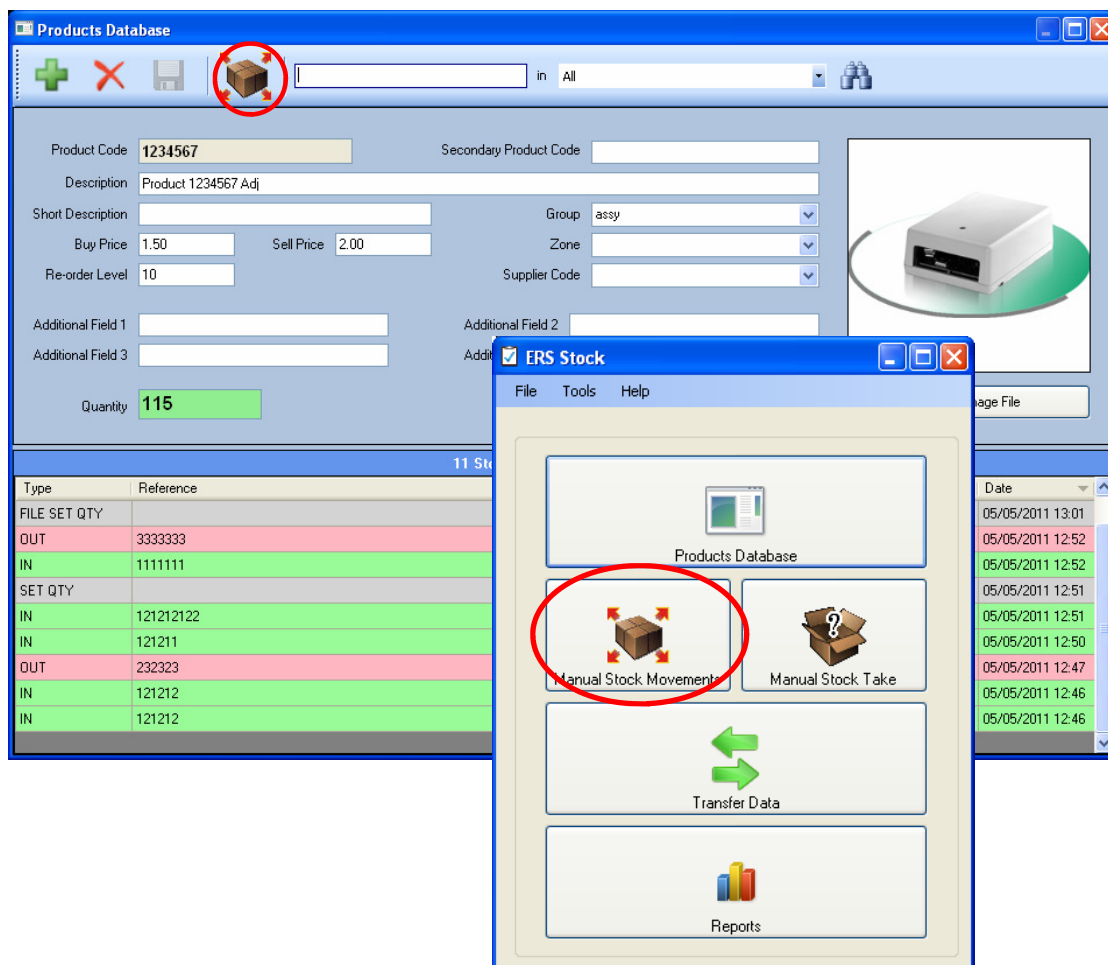
Type	Reference	Operator	Quantity	SerialNo	Date
FILE SET QTY			115		05/05/2011 13:01
OUT	3333333	0000002	1	14	05/05/2011 12:52
IN	11111				
SET QTY					
IN	12121				
IN	12121				
OUT	23232				
IN	121212	00001	1		05/05/2011 12:46
IN	121212	00001	5		05/05/2011 12:46

2.4.1 MANUALLY EDITING THE STOCK LEVEL

The quantity field displayed on the product details screen may be directly edited. In this case a 'SET QTY' transaction will also be inserted into the database in order to provide a historical audit trail.

See also the 'Manual Stock Movements' facility (Section 4.0 below) which may also be used to adjust stock levels by performing Stock IN or Stock OUT transactions at the PC keyboard.

Manual Stock Movements may be accessed from the ERSStock Main Menu screen, or by clicking the Manual Stock movements icon from the Product details screen (see below):



3.0 USING ERSSTOCK WITH PORTABLE TERMINALS

ERSStock supports 2 portable data collection devices:

- CPT8001 compact terminal
- OPN2001 barcode data collector

Stock IN/ OUT movements logged with these devices will be stored for subsequent uploading to ERSStock and used to automatically update stock levels in the system Database. In addition the historical transactions themselves will be stored in the database for subsequent reporting.

The CPT8001 terminal may be loaded with product descriptions from the system database, if desired. This allows the product description to be displayed when product codes are scanned, and additionally provides a 'Product Lookup' function at the terminal (see Terminal User Guide for details).

If the Stocktake module is enabled (CPT8001 Terminal Only) then stock count data uploaded from the terminal may be used to quickly identify exceptions where the count differs from the database stock level (See section 6.0 for further details).

This section details the process to upload and download data to/ from the portable terminals. Details of the various functions available at the terminals themselves are covered under the appropriate Terminal User Guide.

OPN2001 Data Collector

The OPN2001 is a simple barcode data collector providing a simple-to-use and low-cost option when booking smaller volumes of product IN or OUT. The absence of screen and keypad means that when using the OPN2001 data collectors to perform a stock movement the process is simply to scan every item to be moved.

The OPN2001 is therefore particularly useful for scanning goods out of stock by companies selling to the general public (eg: via internet or at remote shows and events). This environment is typically characterised by high volumes of low item-count sales which can be efficiently logged using the data collector.

CPT8001 Portable Terminal

The CPT8001 is a more 'traditional' portable scanning terminal including screen and keypad. The CPT8001 therefore allows booking of larger quantities of stock by enabling entry of the quantity of stock being booked IN or OUT.

Additional functions supported by the CPT8001 terminal include:

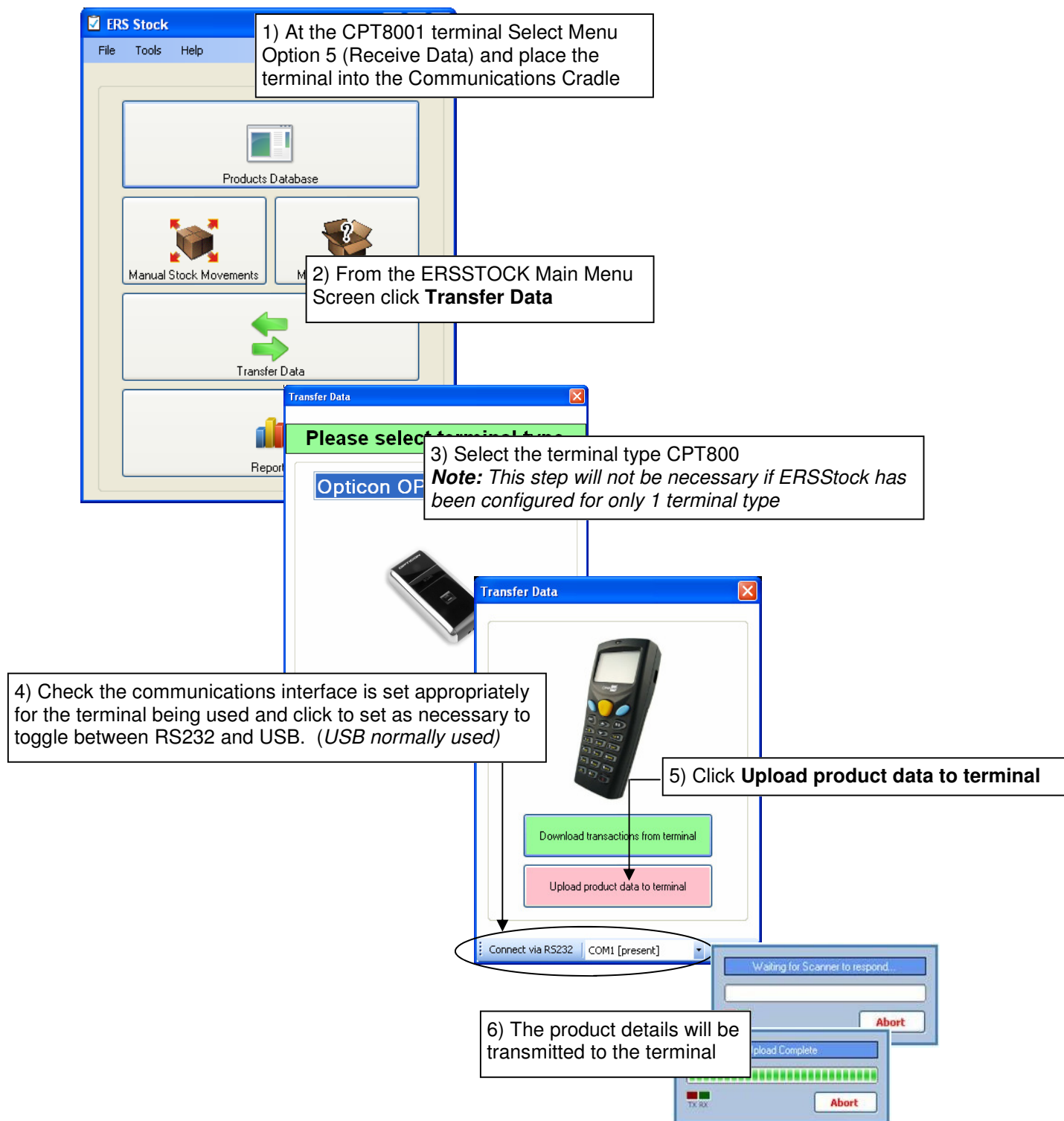
- Logging of item serial numbers
- Stock take/ Stock count functionality
- Product lookup

3.1 THE CPT8001 TERMINAL

3.1.1 LOADING PRODUCT DETAILS

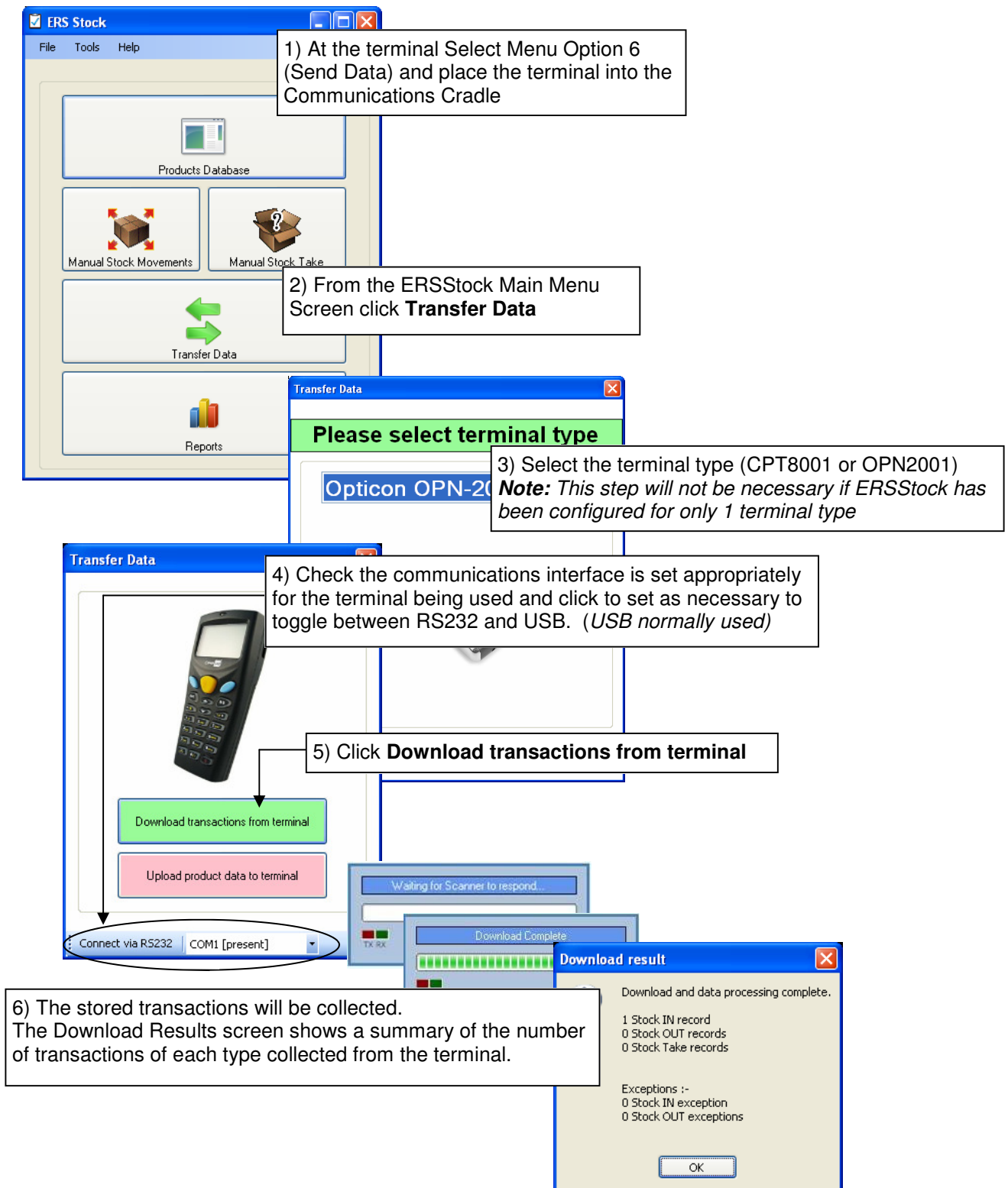
Product details may be loaded into the CPT8001 terminal if required to allow display of the relevant product descriptions when booking items IN or OUT. Downloading the product details is optional, however will be required if using the Product Lookup facility at the terminal.

To load the product details proceed as follows:



3.1.2 DOWNLOADING STOCK MOVEMENTS

To download stored stock movements from the terminal proceed as follows:



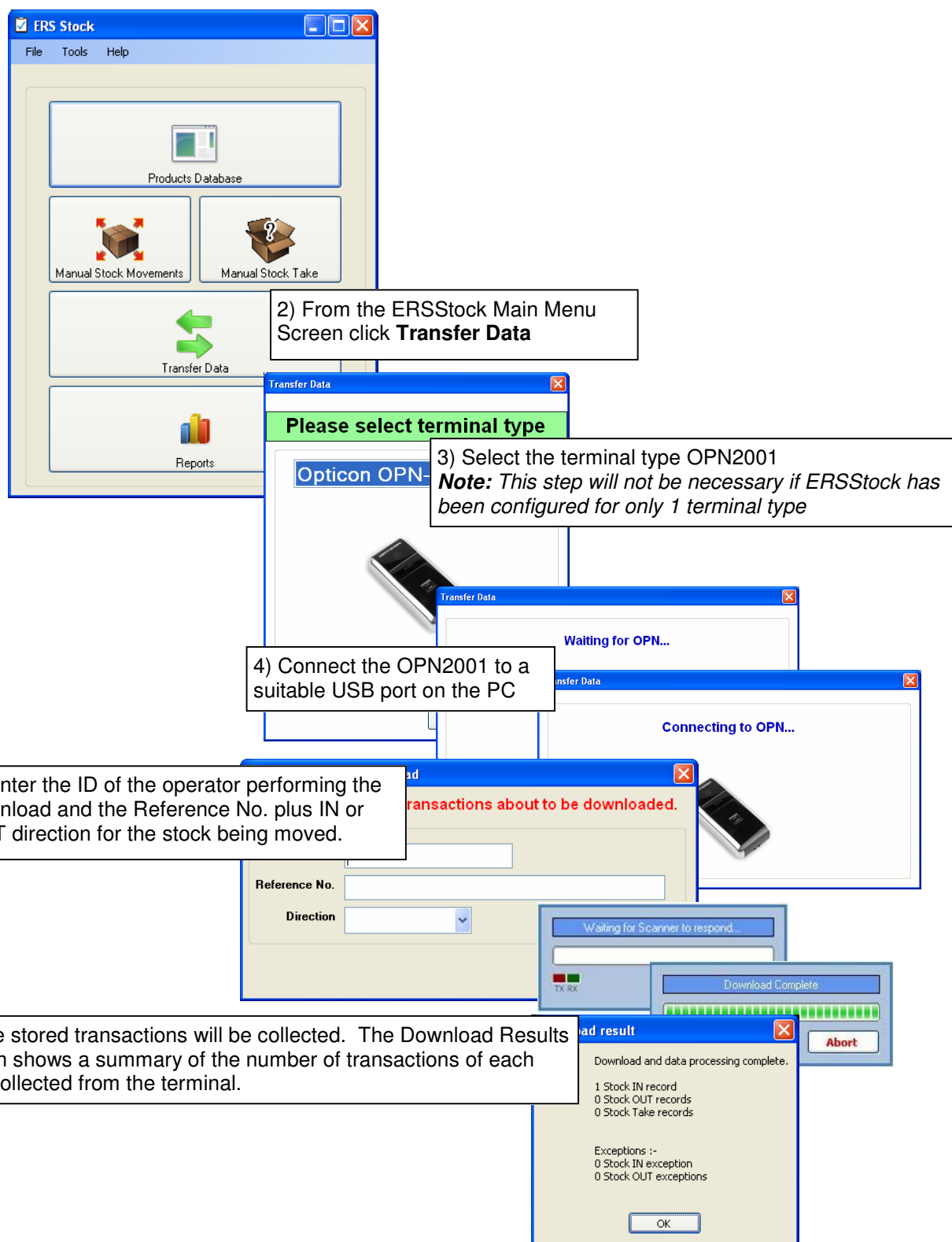
Notes:

- In general multiple transaction types may be downloaded from the terminal during a single download session. Each downloaded transaction will be processed appropriately by ERSStock according to its transaction type
- Product stock levels in the ERSStock database will automatically be adjusted from the valid Stock IN and Stock OUT transactions received.
- Transactions for which no Product record exists in the database will be identified as exceptions and will not be updated to the database. These transactions may be viewed via the Exceptions report (see **Handling of Download Exceptions** below)

3.2 OPN2001 DATA COLLECTOR

3.2.1 DOWNLOADING STOCK TRANSACTIONS

To download stored stock movements from the OPN2001 proceed as follows:

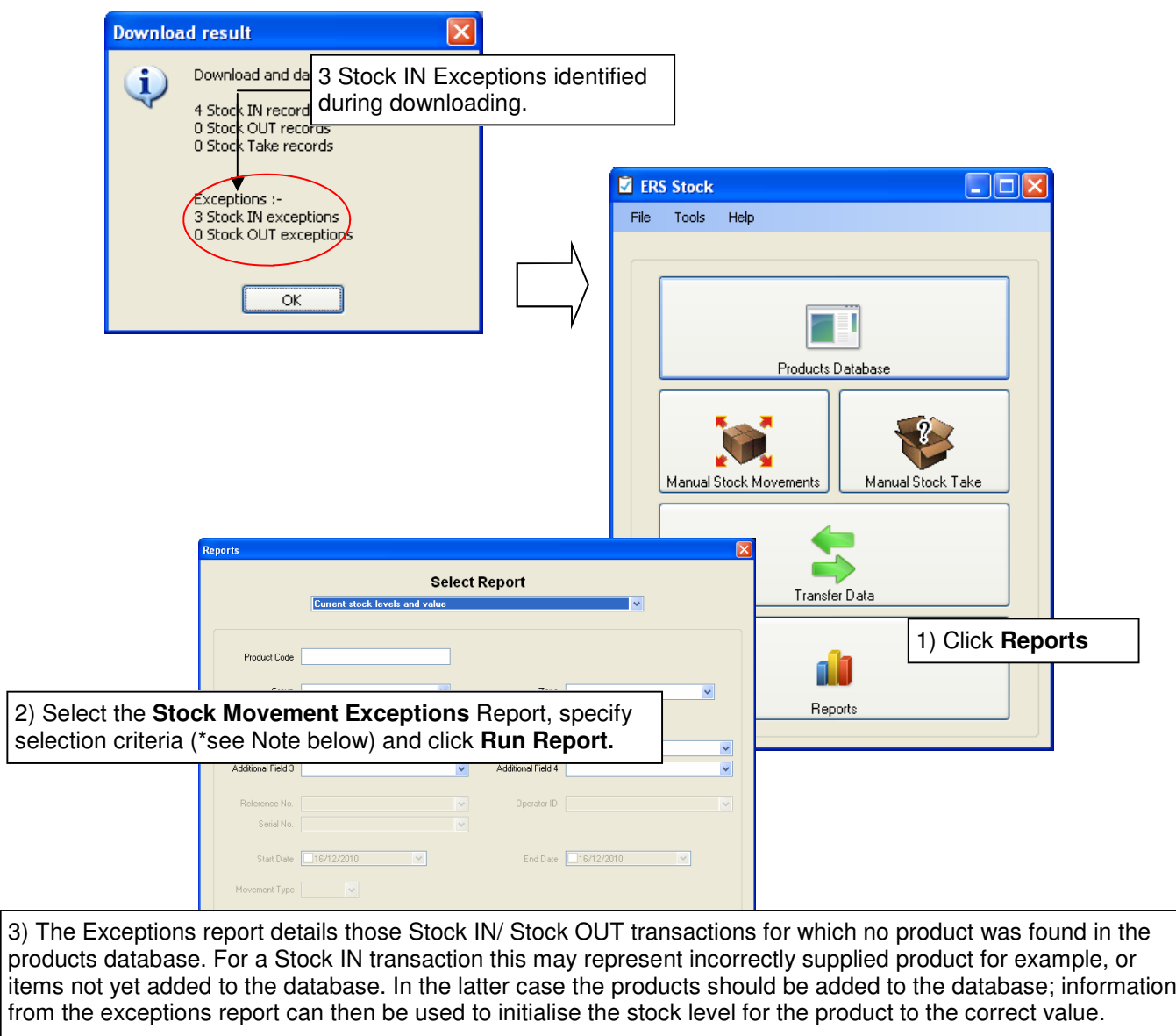


Notes:

- Product stock levels in the ERSStock database will automatically be adjusted from the valid Stock IN and Stock OUT transactions received.
- Transactions for which no Product record exists in the database will be identified as exceptions and will not be updated to the database. These transactions may be viewed via the Exceptions report (see **Handling of Download Exceptions** below)

3.3 HANDLING OF DOWNLOAD EXCEPTIONS

When downloading stored stock transactions from the terminal those Stock IN and Stock OUT transactions for which no product record exists on the ERSStock database will be identified as 'Exceptions'. A report detailing download exceptions may be generated as follows:



Stock Exceptions

Printed on Tuesday 13 July 2010

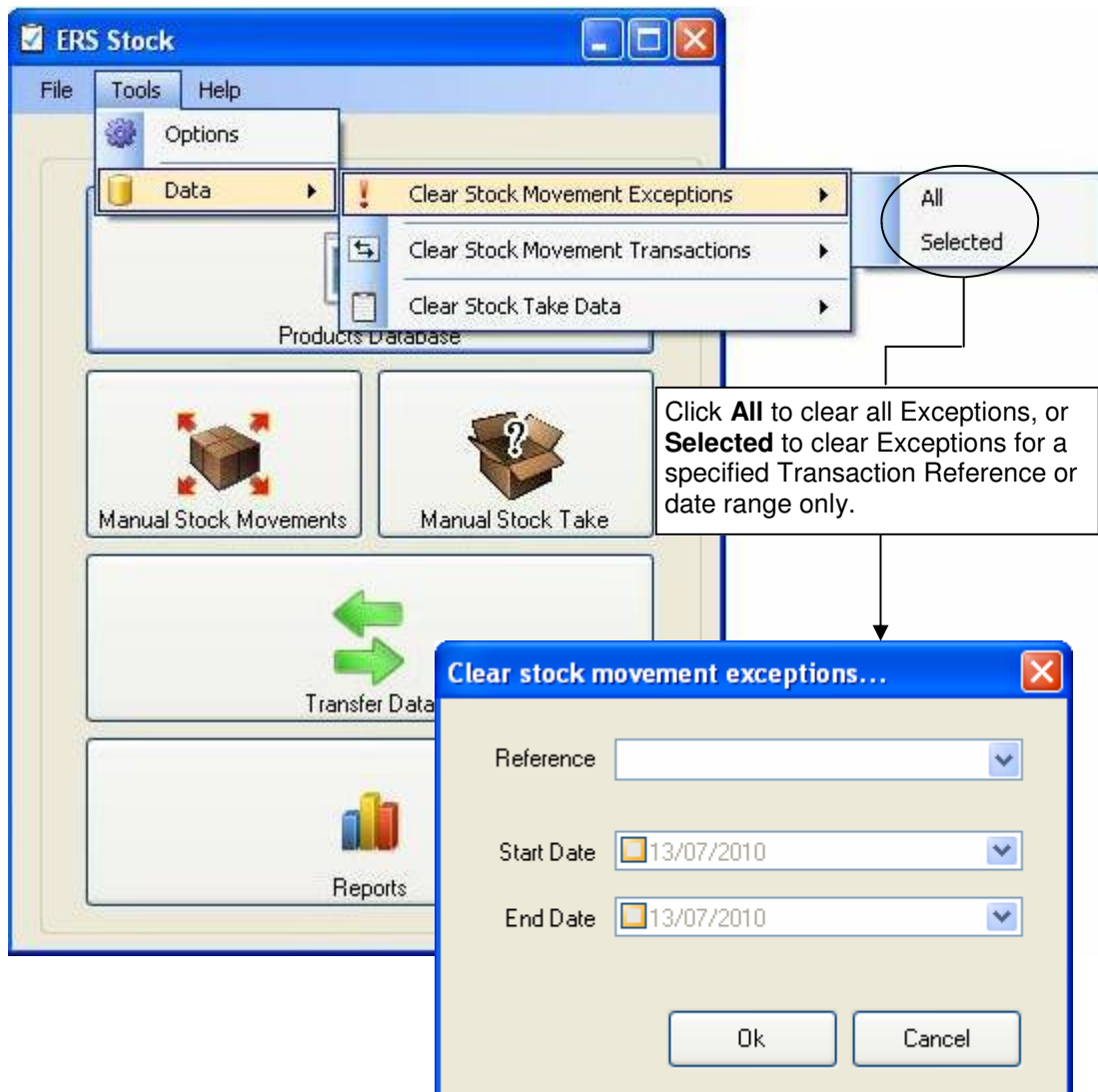
All Product Codes, All Product Groups, All Zones, All Supplier Codes, All Additional Field1, All Additional Field2, All Additional Field3, All Additional Field4, All Reference No's, All Operator ID's, ALL Datetime Stamps

DateTime	Type	Product Code	Description	Quantity	Operator ID	Reference No.
12/07/2010 17:47:25	IN	GH123-49		5	1001	24795
12/07/2010 17:47:41	IN	1234567890123		22	1001	24795
12/07/2010 17:48:21	IN	766433		6	1001	24795

***NOTE:** After reporting the normal process will be to clear the exceptions from ERSStock (See **Clearing the Download Exceptions** below). If operating in this way the only exceptions currently in the ERSSTOCK database will be those from the current download session. In this case there is therefore no necessity to specify any selection criteria before running the report. In the event however that 'historical' exceptions are left in the database the selection criteria can be used to report only on those exceptions relevant to the specific Transaction Reference which generated the exceptions, or to limit the report to exceptions generated on a specific day, for example.

3.3.1 CLEARING EXCEPTIONS

In normal use we recommend clearing the download exceptions after reporting.
To clear exceptions click **Tools - Data - Clear Movement Exceptions** from the ERSStock tool bar, and proceed as shown below.



4.0 MANUAL STOCK MOVEMENTS

Stock may be booked IN or OUT via the portable scanning terminals as above, or directly at the PC via the Manual Stock Movements facility. When using Manual Stock Movements a barcode scanner connected to the PC may be used to speed the entry of product codes.

The manual stock movements facility is designed to emulate the equivalent Stock IN and Stock OUT transactions at the portable terminal, with the exact prompt sequence determined by the configuration settings made in section 3.1.4 above.

To perform a manual stock Movement Proceed as follows:

1) click **Manual Stock Movements** from the ERSStock Main Menu, or by clicking the Shortcut icon from the Product Details screen

2) click **IN** or **OUT** as appropriate to perform a Stock IN or Stock OUT movement

NOTE: For simplicity of display the Product Details screen shot shown is here with the 'product images' facility disabled

3) The operator will be guided through the data entry process to complete the stock movement. The exact prompt sequence will depend on the prompt configuration (see section 3.1.4 above)

Notes:

- 1) The relevant product code will automatically be entered if the Manual Stock Movement is initiated from the Product Details screen.
- 2) The Reference No. and Serial no. (if enabled) are optional fields. Click **Next** to ignore

5.0 REPORTING

A range of reports may be generated by clicking **Reports** from the ERSStock Main Menu. Reports include:

- | | |
|--|---|
| Current Stock Levels and Value - | Provides current stock levels and value |
| Products below Re-order level - | Lists those products where the current stock level is below the re-order level for that product |
| Stock Movements reports (various) - | Details the Stock IN and OUT transactions for the products in the selected range |
| Stock Movement Exceptions - | Details download exceptions |
| Range of Stock Take reports (various)- | range of reports are included for use with the optional Stocktake facility (see Stocktaking below) |

To run reports proceed as follows:

The image shows two screenshots of the ERSStock software interface. The first screenshot shows the main menu with the 'Reports' option highlighted. The second screenshot shows the 'Select Report' dialog box with various options and filters. Numbered instructions are overlaid on the screenshots:

- 1) click **Reports** from **ERSStock** Main Menu
- 2) Select the required report from the drop down list
- 3) Specify any required selection criteria for the data to be included in the report. Leave a criteria blank to choose 'ALL' data relevant to that criteria
- 4) Click **Run Report** to generate the report

Example Product and Stock Movement Reports

Current stock levels and value

Printed on Thursday 16 December 2010

Product Group: 'ERS',

Product Code	Secondary Code	Description	Buy Price	Sell Price	Stock Value	Re-order Level	Quantity
1234567	12121-001	Product 1234567	1.00	2.00	15.00	25	15
7654321	212121-001	Product 7654321	7.50	11.95	90.00	10	12
AB-2251	5053111100674	Spring loaded flange separator	0.00	73.75	0.00	3	5
ABC123	1234567890123	Blue widget 75mm UK Thread	1.00	2.59	170.00	3	170
FF-00001	5054000012347	Long Weight	3.25	6.50	81.25	50	25

Total Stock Value : 356

Products below re-order level

Printed on Thursday 16 December 2010

Product Group: 'ERS',

Product Code	Secondary Code	Description	Buy Price	Sell Price	Stock Value	Re-order Level	Quantity
1234567	12121-001	Product 1234567	1.00	2.00	15.00	25	15
FF-00001	5054000012347	Long Weight	3.25	6.50	81.25	50	25

Stock movements [chronological]

Printed on Thursday 16 December 2010

Product Group: 'ERS',

DateTime	Type	Product Code	Description	Serial No.	Quantity	Value	Operator ID	Reference No.
16/12/2010 14:30:43	IN	1234567	Product 1234567		12	12.00	10001	RD-23WWW5
16/12/2010 14:31:18	IN	7654321	Product 7654321		45	337.50	10001	RD-23WWW5
16/12/2010 14:31:36	IN	ABC123	Blue widget 75mm UK Thread		37	37.00	10001	RD-23WWW5
16/12/2010 14:32:15	OUT	1234567	Product 1234567		4	4.00	1234567	ACCT001
16/12/2010 14:32:24	OUT	ABC123	Blue widget 75mm UK Thread		1	1.00	1234567	ACCT001
16/12/2010 14:32:33	OUT	ABC123	Blue widget 75mm UK Thread		4	4.00	1234567	ACCT001
Grand Total :					103	395.50		

Stock movements [by product]

Printed on Thursday 16 December 2010

Product Group: 'ERS',

1234567 Product 1234567

DateTime	Type	Serial No.	Quantity	Value	Operator ID	Reference No.
16/12/2010 14:30:43	IN		12	12.00	10001	RD-23WWW5
16/12/2010 14:32:15	OUT		4	4.00	1234567	ACCT001
Total :			16	16.00		

7654321 Product 7654321

DateTime	Type	Serial No.	Quantity	Value	Operator ID	Reference No.
16/12/2010 14:31:18	IN		45	337.50	10001	RD-23WWW5
Total :			45	337.50		

ABC123 Blue widget 75mm UK Thread

DateTime	Type	Serial No.	Quantity	Value	Operator ID	Reference No.
16/12/2010 14:31:36	IN		37	37.00	10001	RD-23WWW5
16/12/2010 14:32:24	OUT		1	1.00	1234567	ACCT001
16/12/2010 14:32:33	OUT		4	4.00	1234567	ACCT001
Total :			42	42.00		

Grand Total : 103 395.50

Stock movements summary [by supplier code]

Printed on Thursday 16 December 2010

Product Group= 'ERS',

Product Code	Description	Quantity	Value
1234567	Product 1234567	16	16.00
7654321	Product 7654321	45	337.50
ABC123	Blue widget 75mm UK Thread	42	42.00
Total :		103	395.50
Grand Total :		103	395.50

Stock Exceptions

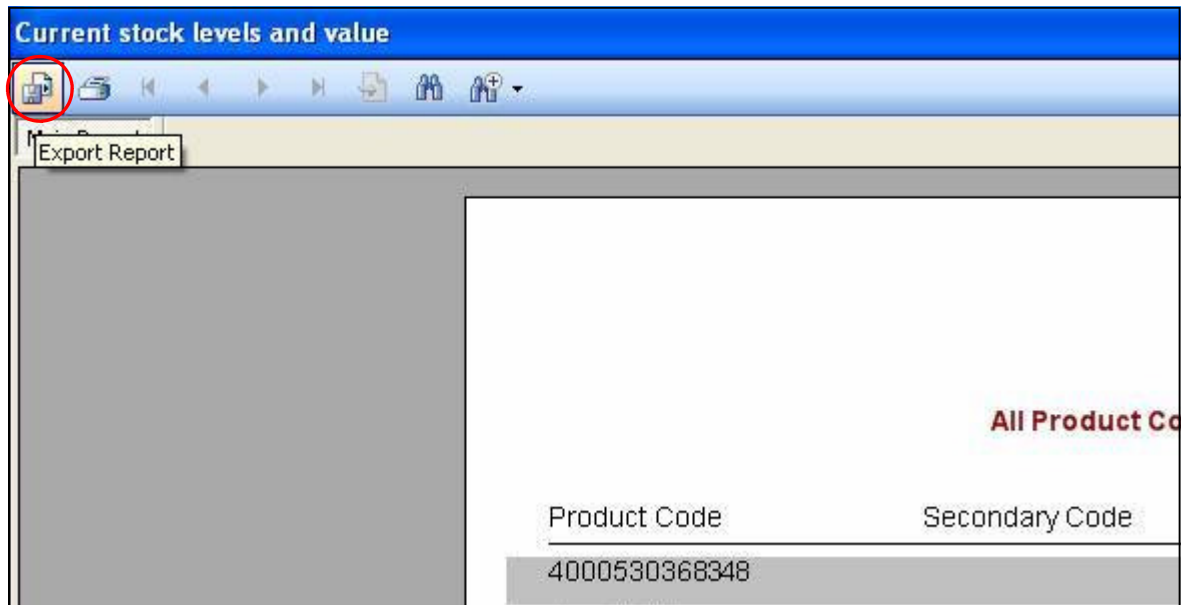
Printed on Wednesday 14 July 2010

All Product Codes, All Product Groups, All Zones, All Supplier Codes, All Additional Field1, All Additional Field2, All Additional Field3, All Additional Field4, All Reference No's, All Operator ID's, ALL Datetime Stamps

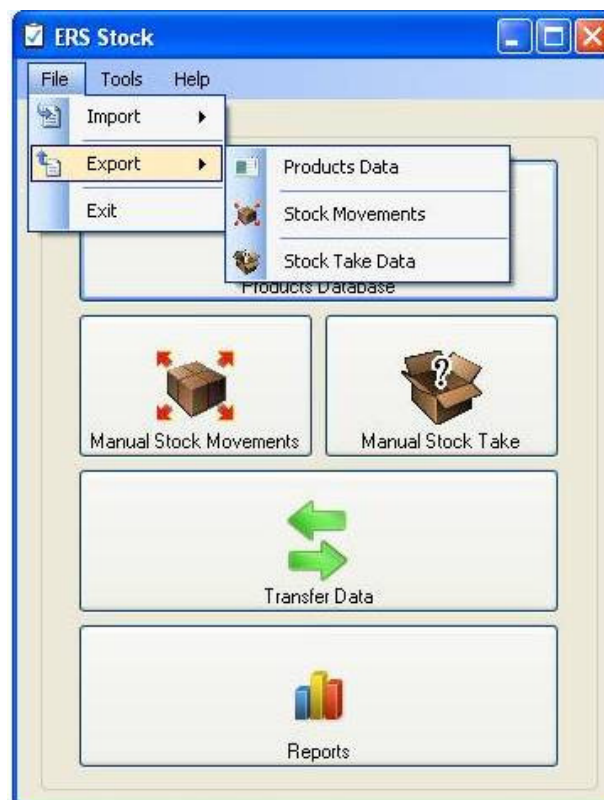
DateTime	Type	Product Code	Description	Quantity	Operator ID	Reference No.
12/07/2010 17:47:25	IN	GH123-49		5	1001	24795
12/07/2010 17:47:41	IN	1234567890123		22	1001	24795
12/07/2010 17:48:21	IN	766433		6	1001	24795

5.1 Exporting Data

Reports may be exported into a range of formats by clicking the Export report button located in the top left of the Report display screen:



Alternatively data may be exported from the ERSStock database including current stock levels, stock movement transactions and Stocktake data. These data may be exported in text file or in Excel format by clicking **File > Export** from the menu bar and then selecting the type of data to be exported:



6.0 STOCKTAKING

The optional Stocktake module adds a Stocktake transaction on the CPT8001 portable terminal and an associated stocktake facility at the PC, together with a range of stocktake reports.

The Stocktake transaction at the portable terminal enables the operator to enter product codes and quantities of all the items included in the stocktake. Each stock count record will be stored in the terminal to await subsequent downloading to ERStock. Note that products stored in multiple locations may be counted separately using the terminal if required as the quantities from multiple Stock count records for the same product will automatically be combined by ERStock to provide a total count quantity for that product.

The Stocktake option also provides a similar Stocktake transaction from the main ERStock software allowing a stocktake to be performed at the PC if required.

A range of reports are provided comparing expected stock levels with the counted stock levels from the stocktake, allowing for example rapid identification of items where the counted quantity differs from 'expected'. These products may then be checked and the stock level manually adjusted as required via the Products Database screen or Manual Stock movement facility (See sections 2.4.1 and 4.0 above).

Note that when stocktaking, the terminals may be downloaded multiple times before running reports. Stocktake data from subsequent downloads will be appended to the Stocktake database table and will be included in subsequent Stocktake reports.

The Stocktake functionality is detailed in the following sections.

6.1 PERFORMING THE STOCKTAKE WITH THE CPT8001 TERMINALS

To perform a Stocktake with the terminals proceed as follows:

- 1) Prior to performing a Stocktake ensure that ERStock has been cleared of data from all previous stocktakes (see section 6.5 below). If the ERStock contains data from a previous Stocktake then this will be merged with the current stocktake data giving erroneous results.
- 2) Perform the stocktake using the portable terminal (See relevant User Guide for the portable terminal for further details)
- 4) On completion of the Stock take (or from time-to-time during the stocktake as convenient), download the stock count data from the terminal into ERStock in the usual way (See section 3.1.2 above).
- 5) On completion of the Stocktake, and after all stock count data has been downloaded from the terminals click **Reports** from the ERStock Main menu to generate Stocktake reports as required (see section 6.3 below)

6.2 PERFORMING THE STOCKTAKE AT THE PC

To perform the stocktake at the PC proceed as follows:

1) Prior to performing the Stocktake ensure that ERSStock has been cleared of data from all previous stocktakes (see section 7.5 below). If the ERSStock contains data from a previous Stocktake then this will be merged with the current stocktake data giving erroneous results.

2) Click **Manual Stock Take**

3) ERSStock proceeds to prompt for entry of successive product codes and quantities. A barcode scanner connected to the PC may be used to enter barcoded product codes. To exit **Manual Stocktake** mode click **Back** when the Scan Product Code prompt is displayed

4) On completion of the Stocktake click **Reports** from the ERSStock main menu screen to generate stocktake reports, as required

The image displays a sequence of four screenshots from the ERS Stock software interface, illustrating the steps to perform a manual stocktake.

The first screenshot shows the main menu of the ERS Stock application. The menu includes 'Products Database', 'Manual Stock Movements', and 'Manual Stock Take'. A green arrow points to the 'Manual Stock Take' option.

The second screenshot shows the 'Manual Stock Take' window. The window has a title bar 'Manual Stock Take' and a main area with a blue header 'STOCK TAKE'. Below the header, there is a 'Product Description' field. A green arrow points to the 'Scan Product Code' button.

The third screenshot shows the 'Enter Quantity' window. The window has a title bar 'Enter Quantity' and a main area with a green header 'Enter Quantity'. Below the header, there is a text input field containing the number '1'. A green arrow points to the 'Finish' button.

The fourth screenshot shows the main menu of the ERS Stock application again. The menu includes 'Products Database', 'Manual Stock Movements', 'Transfer', and 'Reports'. A green arrow points to the 'Reports' option.

6.3 RUNNING STOCKTAKE REPORTS

5 Stocktake reports are provided as follows:

- Stocktake Results (Counted products only)
- Stocktake Results (Entire database)
- Stocktake Variances
- Stocktake exceptions

These are summarised below:

- **Stocktake Results Reports**

These reports detail the current 'expected' stock level and the Stocktake 'count' for all products in the report, highlighting those products for which the expected and counted quantities differ.

The Results report may be run to include only those products which were counted (**Counted products only**), or to include all products from the ERSSTOCK database (**Entire Database**).

If performing a full Stocktake of the entire inventory we would recommend using the **Entire database** version of the reports. By including *all* products from the ERSSTOCK database in the report any items which have not been counted may be identified. This may be because the current stock quantity is zero, or may simply be that these products were missed during the Stock count.

If performing only a partial stock count however, running the '**Entire database**' reports will generate a potentially large number of entries for products which have not been counted. In this case we recommend using the '**Counted Products only**' version of the report. This will include only those products for which Stock count data has been received from the terminal(s).

***Note:** this avoids those products not included in the stock count being included in the reports, however has the disadvantage that it will not identify 'missed' products (ie: those included in the stocktake but which have not been counted). For this reason when using '**Counted Products Only**' reporting it is important not to 'ignore' products where the current stock level is zero. These products should be entered onto the terminal during the stock count with zero quantity. This will ensure these products are included in the Stocktake reports. Equally it is important to take care not to accidentally 'miss' counting any product which should be included in the stock count.*

- **Stocktake Variances Reports**

The **Variances** report is identical in format with the Stocktake Results reports above but includes only those products where the Stocktake count differs from the expected quantity.

- **Stocktake Exceptions Report**

The Stocktake Exceptions report details those products for which a stocktake transaction has been received but for which no 'master' product record exists in the Products database.

This might simply represent a spuriously entered data record, however may also represent a valid product which has not yet been added to the products database, or may result from an incorrect barcode label fixed to a product. We therefore recommend routinely including this report when performing a Stocktake to identify any such issues.

Stock take results [Entire database]

Printed on Thursday 15 July 2010

All Product Codes, All Product Groups, All Zones, All Supplier Codes, All Additional Field1, All Additional Field2, All Additional Field3, All Additional Field4

Product Code	Secondary Code	Description	Zone	DTS	Quantity	Count	Difference	Difference %
1234567				13/07/2010 13:45:03	114	67	-47	-41 %
123556	501000456286	Main control board			17			
123A-BOD	347ASSY	Miscellaneous Assembly (Large)			0			
7654321				13/07/2010 13:41:28	7	4	-3	-43 %
AAA					0			
AB-2251	5053111100674	Spring loaded flange separator	B	14/07/2010 14:58:25	70	70	0	0 %
ABC123	1234567890123	Blue widget 75mm UK thread	A	13/07/2010 13:41:57	25	50	25	100 %
FF-00001	5054000012347	Long Weight	A	14/07/2010 14:58:47	50	50	0	0 %
QWE123	20202020	yet another product QWE123	B		15			
XYZ123	111111	another product XYZ123	B		0			

Note: Products where there is a difference between the database stock level and the Stocktake count will be highlighted in red. No count or difference will be shown for products which were not included in the Stocktake.

Total Product Codes : 10

Stock take results [Counted products only]

Printed on Thursday 15 July 2010

All Product Codes, All Product Groups, All Zones, All Supplier Codes, All Additional Field1, All Additional Field2, All Additional Field3, All Additional Field4

Product Code	Secondary Code	Description	Zone	DTS	Quantity	Count	Difference	Difference %
1234567				13/07/2010 13:45:03	114	67	-47	-41 %
7654321				13/07/2010 13:41:28	7	4	-3	-43 %
AB-2251	5053111100674	Spring loaded flange separator	B	14/07/2010 14:58:25	70	70	0	0 %
ABC123	1234567890123	Blue widget 75mm UK thread	A	13/07/2010 13:41:57	25	50	25	100 %
FF-00001	5054000012347	Long Weight	A	14/07/2010 14:58:47	50	50	0	0 %

When running the Stocktake Results for 'Counted products only' the total number of product codes included in the report may be of assistance in determining if all intended products were counted

Total Product Codes : 5

Stock take variances

Printed on Thursday 15 July 2010

All Product Codes, All Product Groups, All Zones, All Supplier Codes, All Additional Field1, All Additional Field2, All Additional Field3, All Additional Field4

Product Code	Secondary Code	Description	Zone	DTS	Quantity	Count	Difference	Difference %
1234567				13/07/2010 13:45:03	114	67	-47	-41 %
7654321				13/07/2010 13:41:28	7	4	-3	-43 %
ABC123	1234567890123	Blue widget 75mm UK thread	A	13/07/2010 13:41:57	25	50	25	100 %

Total Product Codes : 3

Variance report shows only those products for which the Stocktake count differs from the database stock level.

Stock take exceptions

Printed on Thursday 15 July 2010

All Product Codes

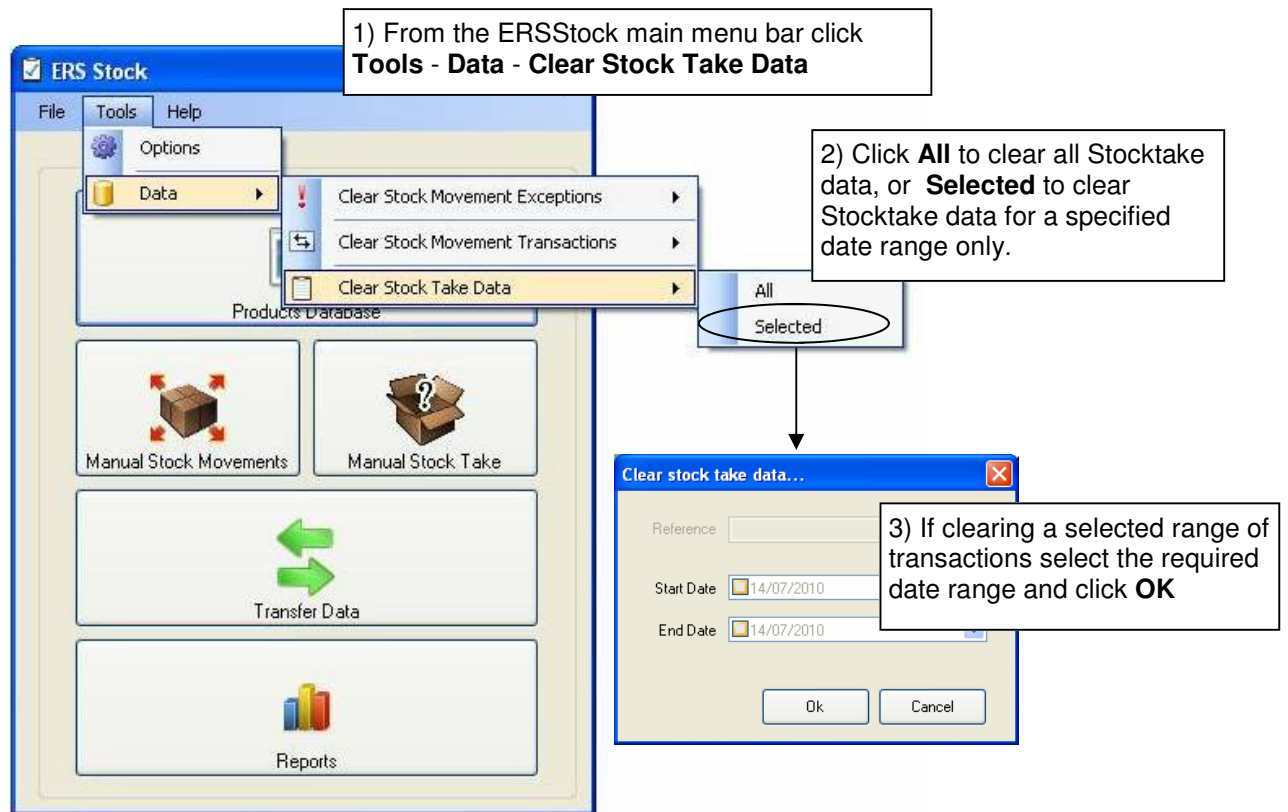
Product Code	DTS	Count	Difference	Difference %
181818	13/07/2010 13:46:19	5	5	100 %
55555	14/07/2010 11:36:50	222	222	100 %
882884	13/07/2010 13:46:23	89	89	100 %

Total Product Codes : 3

Products not found in the Product Database will be included as **Stocktake Exceptions**

6.4 CLEARING STOCKTAKE DATA FROM THE DATABASE

To ensure that the Stocktake database is empty before starting a new Stocktake proceed as shown below:



We recommend clearing ALL previous stocktake data before starting a new Stocktake. In the event that data from a previous Stocktake is accidentally left in the database the facility to remove Stocktake data by date range may be used to remove the older historical data before running Stocktake reports for the current stocktake.

7.0 LABEL PRINTING

The label printing option in ERSStock allows generation of simple barcoded product code labels from the ERSStock database. The label printing option is written to work with the Toshiba TEC B-EV4T thermal label printer and currently supports a 70mm x 32mm label.

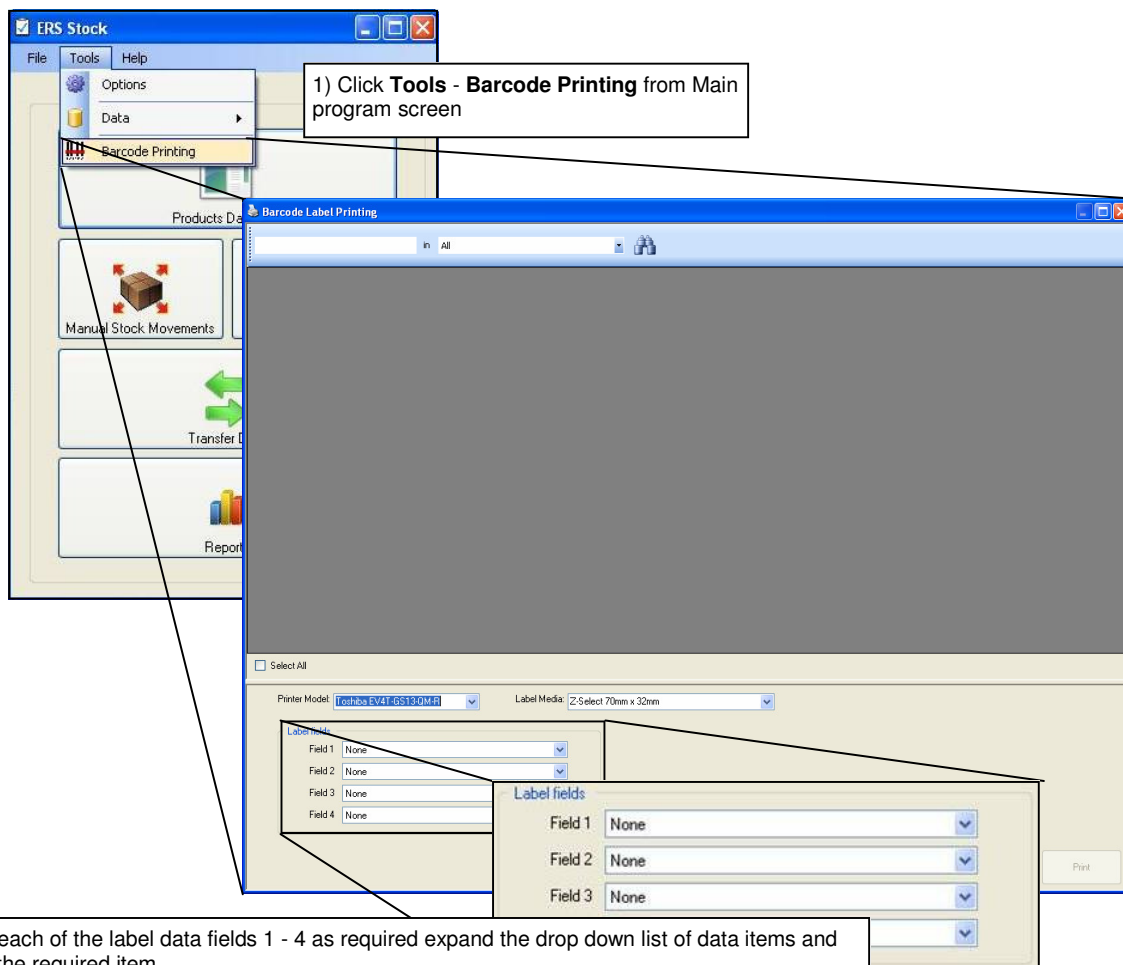
7.1 INSTALLATION OF THE PRINTER

ERSStock drives the printer through the normal Windows printer driver.

Before using the label printing option in ERSStock it will therefore be necessary to install the printer driver from the printer CD and install the ribbon and labels as described in the relevant printer documentation.

7.2 CONFIGURING THE LABEL FORMAT

The printed label can include up to 4 lines of data which can be configured by the user as follows:



3) **Example:** The configuration shown here will generate a label including 3 data fields as follows:

Field 1: Product Code (as Code128 Barcode)
Field 2: Product Code (as Text)
Field 3: Product Short Description

Label fields	
Field 1	Product Code (Code 128 Barcode)
Field 2	Product Code
Field 3	Short Description
Field 4	None

7.3 PRINTING LABELS

To print labels from the ERSSStock database proceed as follows:

1) Use the search facility to find a particular product or group of products.
Note: The Search facility allows searching on specific database fields, or across all fields and allows the use of the '*' wild character.

2) Highlight 1 or more products from the search list

3) Confirm the number of copies of labels required and click **Print**

4) Select the TEC B-EV4-G printer from the list and click **OK** to print labels

The screenshot displays the 'Barcode Label Printing' window. It features a search bar at the top with a dropdown menu set to 'in All'. Below the search bar is a table listing products with columns: Product Code, Secondary Product Code, Long Description, Short Description, Buy Price, Sell Price, Reorder Level, Supplier Code, Product Group, Zone, and Ac. The table contains 19 rows of product data. A sidebar on the left shows a 'Printer Model' dropdown and 'Label fields' (Field 1, Field 2, Field 3, Field 4). At the bottom, there are fields for 'Printer Model' (Toshiba EV4T-GS13-QM-R) and 'Label Media' (Z>Select 70mm x 32mm). Below these are 'Label fields' dropdowns for Field 1 (Product Code (Code 128 Barcode)), Field 2 (Product Code), Field 3 (Short Description), and Field 4 (None). A 'No. of copies' field is set to 1, and a 'Print' button is visible. A 'Select printer for Toshiba EV4T-GS13-QM-R' dialog box is open, showing a list of printers with 'TEC B-EV4-G' selected. An 'OK' button is at the bottom of this dialog.

8.0 DATABASE MAINTENANCE

ERSSTOCK is based on the Compact SQL database. Compact SQL is designed for moderate sized databases allowing storage of a substantial amount of data, however in addition to the main products database ERSSStock will also store all Stock IN and OUT transactions downloaded from the terminals. These 'stock movement' transactions are used during the download process to automatically adjust the stock levels of relevant products, and are then stored in the database to provide an audit trail and a historical record of stock movements.

In the longer term therefore the database will gradually expand in size as increasing numbers of transactions are stored. A facility is therefore provided to allow stored transactions to be cleared from the database as required (See section 7.1 below).

In addition ERSSStock includes facilities to 'Repair' and 'Shrink' the database. Compact SQL is a robust database which also automatically releases allocated space when records are deleted or modified etc; it therefore is unlikely that the Repair and Shrink functions will be required during normal use of the system. However, in the unlikely event that the database should need repairing or shrinking please refer to section 7.2 below.

8.1 CLEARING STOCK MOVEMENT TRANSACTIONS

We would recommend using this facility on a periodic basis to clear older historical transactions from the database, leaving more recent transactions for reporting purposes. In this way database size will be maintained whilst retaining the more recent transactions.

WARNING: To avoid accidental deletion of incoming transactions from the portable terminals we recommend not clearing the stock movement transactions at the same time as downloading Stock transactions from the portable terminals.

To clear stored transactions proceed as follows:

1) From the ERSSStock main menu bar click **Tools - Data - Clear Stock Movement Transactions**

2) Click **All** to clear all stored transactions or **Selected** to clear transactions for a specific date range

3) If clearing a selected range of transactions select the type of transactions to be cleared and the required date range. Click **OK** to clear the transactions.

8.2 REPAIRING AND SHRINKING THE DATABASE

The repair facility provided within ERSStock will attempt to repair a corrupt database. In the unlikely event that the database becomes corrupt it is recommended to both Repair and Shrink the database before continuing.

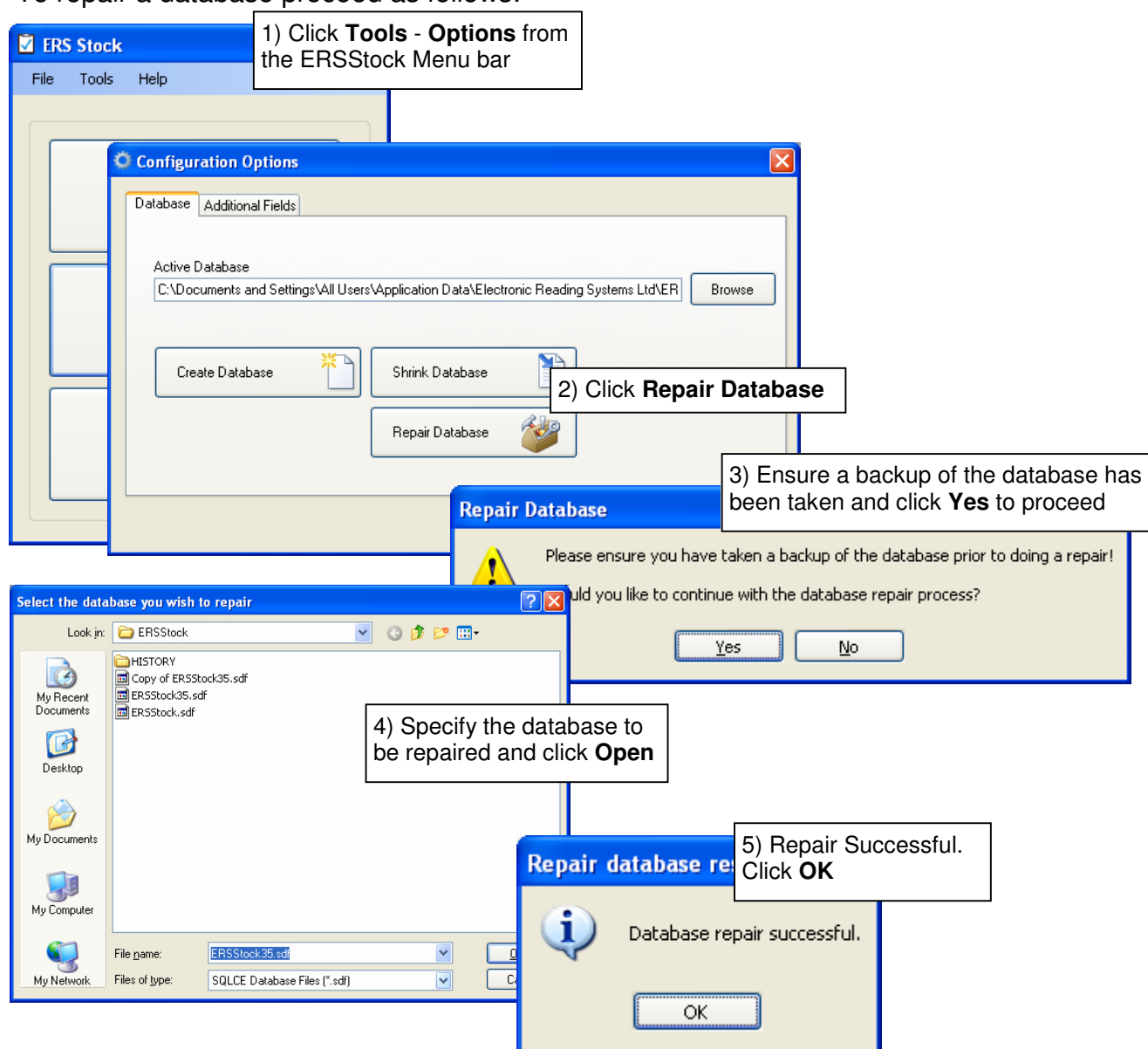
To repair a corrupt database proceed as follows:

WARNING:

- The Repair process requires exclusive access to the database. Before proceeding ensure no other users are connected to the database
- We recommend taking a backup copy of the database before proceeding. The name and location of the database are user selectable (see Section 3.0) however by default database is stored on the local hard drive in the Application Data area for All Users under Documents and Settings. For XP this is:

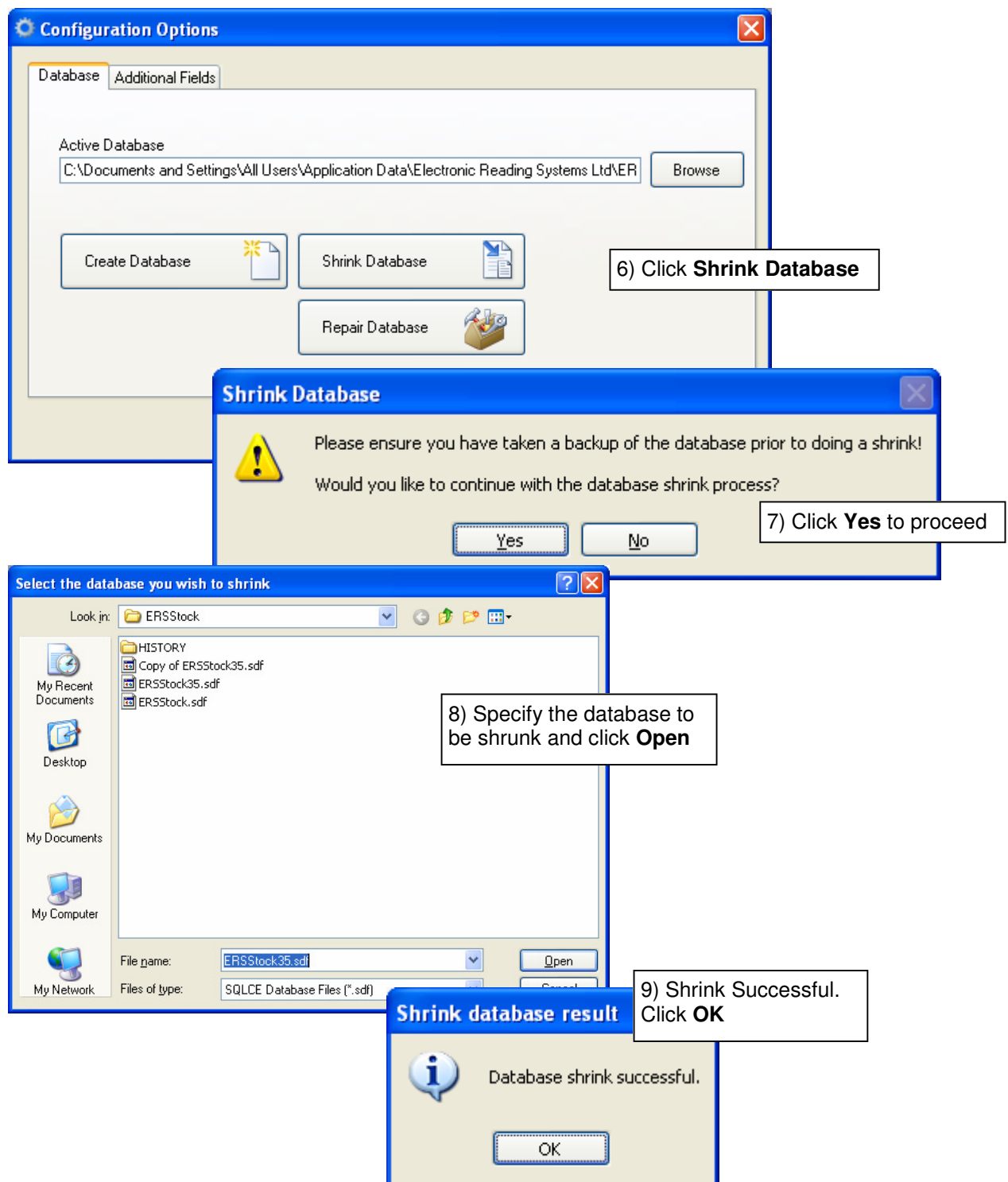
C:\Documents and Settings\All Users\Application Data\Electronic Reading Systems Ltd\ERSStock
The default database filename is *ERSStock.SDF*

To repair a database proceed as follows:



Continued below/...

.../Continued



8.3 BACKING UP THE DATABASE

Depending on the version ERSStock is based on one of the following databases:

- SQL compact Edition
- SQL Server/ SQL Server Express

We recommend taking appropriate steps to ensure that the ERSStock database is regularly backed up. In many cases this will simply mean including the database in your existing backup procedures.

Note that in the case of the SQL Compact edition of ERSStock the database comprises a single **.sdf** file which could for example be regularly copied to a secure location.